ScanRouter Enterprise

Setup Guide

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Preface

ScanRouter Enterprise is a delivery server that can deliver the documents read by a scanner, received by fax, or delivered from DeskTopBinder V2 to the specified destination using a network. You can use the attached ScanRouter V2 Administration Utility to set how to process documents for each destination and set up the delivery server.

This manual explains how to set up ScanRouter Enterprise. To get maximum versatility all operators are requested to read this manual carefully and follow the instructions. For how to use ScanRouter Enterprise, see the ScanRouter Enterprise Management Guide and Help after installing ScanRouter Enterprise.

The following products can be connected to ScanRouter Enterprise:

- DeskTopBinder V2 Professional
- ScanRouter DocumentServer

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- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me).
- The product names of Windows® XP are as follows:

Microsoft® Windows® XP Professional

Microsoft® Windows® XP Home Edition

The product names of Windows® 2000 are as follows:

Microsoft® Windows® 2000 Advanced Server Microsoft® Windows® 2000 Server

Microsoft® Windows® 2000 Professional

The product names of Windows NT® 4.0 are as follows:

Microsoft® Windows NT® Server 4.0

Microsoft® Windows NT® Workstation 4.0

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1. System Requirements

To use ScanRouter Enterprise, the computer must meet the following system requirements:

Limitation

- ☐ Do not install ScanRouter Enterprise in a computer for the following usage:
 - A computer used as a database other than ScanRouter DocumentServer
 - A computer used as a mail server
- ☐ You cannot connect to ScanRouter Enterprise from the following:
 - DeskTopBinder
 - ScanRouter Client Software
 - ScanRouter Browser

System Requirements of the Delivery Server

Computer

Main unit

PC/AT compatible

CPU

Pentium III 500 MHz or faster (Pentium III 1 GHz or faster recommended)

Operating Systems

- Microsoft Windows 2000 Server + Service Pack 2 or later
- Microsoft Windows NT Server 4.0 + Service Pack 6a or later

𝒯 Note

- ☐ Internet Explorer 5.5 Service Pack 1 or later is required.
- ☐ Install in the stand-alone server. Do not install it in the primary domain controller or backup domain controller.

Database Engine

Use one of the following database engine:

- MSDE (Microsoft Data Engine)
- SQL Server 7.0/2000

𝒯 Note

☐ MSDE is installed together with ScanRouter Enterprise. When SQL Server 7.0/2000 has already been installed on the same computer, MSDE cannot be installed.

◆ RAM

256 MB or more (512 MB or more recommended)

Hard Disk Space

At least 200 MB of disk space is required for installation.

∅ Note

☐ In addition to the disk space for installation, reserve 500 MB or more to save documents.

❖ Network Protocol

TCP/IP protocol

Products that can be installed on the same server computer as ScanRouter Enterprise

- Auto Document Link/ScanRouter V2 Link
- Web Document Viewer (Ver.2.xx)
- ScanRouter DocumentServer
- DeskTopBinder V2
- DocumentServer Administration Utility

Connecting to the delivery server and network devices

- TCP/IP (network protocol)
- IP over IEEE1394



☐ For information about the network devices that can be used with IEEE1394, see the Readme file.

Limitation

- ☐ Do not install ScanRouter Enterprise in a dial-up connection computer.
- ☐ A total of 1,000 documents can be managed by ScanRouter Enterprise. One intray can receive 100 documents. If this limitation is exceeded, performance may deteriorate.
- ☐ The processing of some images sent to ScanRouter Enterprise may take time. These include grayscale images, color images, large images, and images with a resolution of 400 dpi or more. If you normally use such images, we recommend that you increase the capacity of the CPU, memory, and hard disk of your computer.
- ☐ ScanRouter Enterprise delivery servers cannot be managed from ScanRouter V2 Administration Utility (Ver. 1.xx).
- ☐ ScanRouter Enterprise cannot be installed on the computer on which Scan-Router V2 Administration Utility is independently installed.

Device

A device for ScanRouter Enterprise is necessary to deliver documents. For information about devices, see the Readme file.

Before Installation

If you upgrade to ScanRouter Enterprise, follow the appropriate procedure below to install ScanRouter Enterprise.

Upgrade from ScanRouter V2 Professional to ScanRouter Enterprise

Destination information, sender information and document data saved in the in-tray can be inherited. Install ScanRouter Enterprise without uninstalling ScanRouter V2 Professional.

- ☐ If you do not want to inherit destination information, sender information and document data saved in the in-tray, delete the settings data/content data during uninstallation of ScanRouter V2 Professional, delete the following folders, and then install ScanRouter Enterprise.
 - For ScanRouter V2 Professional (Ver 1.xx)
 "DR" and "DRTmp" folders in the "RDCab" folder
 - For ScanRouter V2 Professional (Ver 2.xx)
 "DR", "DRDB" and "DRTmp" folders in the "RDCab" folder

Upgrade from ScanRouter V2 Lite to ScanRouter Enterprise

Document data and destinations can be inherited. Be sure to back them up using ScanRouter V2 Lite before starting work.

See the ScanRouter V2 Lite Setup Guide for uninstallation information.

- ① Uninstall ScanRouter V2 Lite. If you want ScanRouter Enterprise to inherit the ScanRouter V2 Lite document data and destinations, do not delete the settings data/content data during uninstallation.
- ② Install ScanRouter Enterprise. Make settings to inherit the data from Scan-Router V2 Lite.

Upgrade from ScanRouter to ScanRouter Enterprise

Only the Address Book can be inherited. Document data cannot be inherited and used.

- ① Download all ScanRouter documents in advance using client software.
- ② Back up the documents with ScanRouter.
- ③ Install ScanRouter Enterprise. At this time, set a new data path for use in ScanRouter Enterprise.
- Convert the Address Book, and then uninstall ScanRouter automatically.
- ⑤ Delete the data for ScanRouter if necessary.
 See the manual for ScanRouter for how to delete the data.

Upgrade from ScanRouter Professional to ScanRouter Enterprise

The Address Book and document data can be inherited.

- ① Copy the ScanRouter conversion check tool to a write-enabled hard disk and start it.
 - See the Readme file for details on operating the ScanRouter conversion check tool.
- ② Back up the data with ScanRouter Professional.
- ③ Install ScanRouter Enterprise. At this time, set a new data path for use in ScanRouter Enterprise.
- ④ Convert the Address Book and document data, and then uninstall Scan-Router automatically.
- ⑤ Delete the data for ScanRouter Professional if necessary. See the manual for ScanRouter Professional for how to delete the data.

1

Mailing Environment

In ScanRouter Enterprise, the following can be done by using mail:

- Deliver with documents attached.
- Notify by mail that documents were delivered.
- Notify the administrator of an error or a shortage of disk capacity.
- Notify the sender that documents were saved in the undelivered data tray.

In ScanRouter Enterprise, the following three types of mail can be used:

- SMTP mail
- Notes R5 mail
- MAPI mail

To use mail, a mail server is required on the computer that differs from the delivery server.

Set up the mail server in advance. To use mail, mail environment setup and mail client software are required even on the delivery server. The environment required for the delivery server differs with the type of mail used.

- ☐ Setup an e-mail account for ScanRouter Enterprise in each mail server.
- ☐ Use SMTP mail for Internet mail.

Using SMTP Mail

- Mail Server
 - POP/SMTP Server
- Mail client software required for the delivery server

No software is particularly required.

Using Notes R5 Mail

- Mail Server
 - Lotus Domino R5
- **♦** Mail client software required for the delivery server
 - Lotus Notes R5 (Release 5.03 or later)

Note

- ☐ To use Notes R4 mail, use MAPI mail.
- $\ \square$ Mail delivery to Notes R5 and to Notes R4 cannot be used at the same time.

Using MAPI Mail

The mail server type and the combination of software required for a delivery server differ depending on the operating system of the delivery server.

When the operating system of the delivery server is Windows 2000

| Type of mail server | Software required for the delivery server | | |
|--|---|-----------------------------------|--|
| | MAPI mail environment | Mail client | |
| Microsoft Exchange Server 5.0/5.5/2000 | Microsoft Outlook 2000 or later | Microsoft Outlook 2000 or later | |
| Lotus Domino R4 | Microsoft Outlook 2000 or later | Lotus Notes Release 5.03 or later | |
| Microsoft Mail Server | Microsoft Outlook 2000 | - | |

Microsoft Outlook



☐ Since Microsoft Outlook 2000 is not included in this product, obtain it separately.

Lotus Notes/Domino

- Lotus Domino R4 (Release 4.5x or later except for R4.56 and R4.57)
- Lotus Notes R5 (Release 5.03 or later. However, this software may not operate correctly, depending on its version.)

When the operating system of the delivery server is Windows NT

| Type of mail server | Software required for the delivery server | | |
|------------------------------------|---|--|--|
| | MAPI mail environment | Mail client | |
| Microsoft Exchange Server 5.0 | Windows Messaging or Microsoft Outlook | Microsoft Exchange Client 5.0 or Microsoft Outlook 97/98/2000/2002 | |
| Microsoft Exchange Server 5.5/2000 | " | Microsoft Outlook 2000 or later | |
| Lotus Domino R4 | " | Lotus Notes Release 4.52 or later | |
| Microsoft Mail Server | п | - | |

𝒯 Note

 \square You cannot use Microsoft Outlook Express.

♦ Windows Messaging



☐ Windows Messaging can be installed from the Windows NT CD-ROM.

♦ Microsoft Outlook



☐ Since Microsoft Outlook 2000 is not included in this product, obtain it separately.

Lotus Notes/Domino

- Lotus Domino R4 (Release 4.5x or later except for R4.56 and R4.57)
- Lotus Notes R4 (Release 4.52 or later. However, this software may not operate correctly, depending on its version.)

Fax Environment

The required fax environment depends on the device.

- When you use a device for delivering fax documents using a network No environment is particularly required.
- When you use a device for delivering fax documents using RS232 The MAPI mail environment is required. The following software must be installed:

𝒯 Note

- \square Set up the computer to use RS232.
- $\hfill \square$ Install the necessary software for each operating system.
 - For Windows 2000 Microsoft Outlook 2000 (obtained separately)
 - For Windows NT Windows Messaging (the Windows NT CD-ROM) or Microsoft Outlook (obtained separately)
- ☐ You cannot use Microsoft Outlook 2002 when delivering fax documents via RS232.

| | Software required to receive faxes | Software required for the MAPI mail environment |
|---|--|--|
| Delivery of fax documents using a network | - | - |
| Delivery of fax documents using RS232 | Fax Delivery Software(installed from ScanRouter Enterprise's CD-ROM) | For Windows 2000: Microsoft Outlook 2000 For Windows NT: Windows Messaging or Microsoft Outlook |

Linked Server Environment

ScanRouter Enterprise can deliver documents to Notes R5 DB (database) of the Domino server and to Share-Point Portal Server.

These linked servers must be set up first before documents can be sent to them.

Database settings and software installation are also required for the delivery server. The environment required for the delivery server depends on the linked server to be used.

Domino Server

When you want to deliver documents to Notes R5 DB, the following software must be installed:

Linked Server

- Lotus Domino R5.x or later
- Client software required for the delivery server
 - Lotus Notes R5 (Release 5.03 or later)

Note

☐ To install the Notes client, use the Notes ID prepared for the computer on which the delivery server is to be installed.

SharePoint Portal Server

To create full-text search data for documents to be added to the SharePoint Portal Server, IFilter is required for the SharePoint Portal Server. IFilter is the software that creates full-text search data for documents to be added to the SharePoint Portal Server. IFilter is available from various companies. Prepare the necessary version of IFilter according to the file format of the documents to be added.

Linked Server

 SharePoint Portal Server 2001 Service Pack 1

Client software required for the delivery server

SharePoint Portal Server client component

Limitation

☐ The number of documents that can be stored in each folder is limited. For details about the number of documents that can be stored, see the Help and so on for the Share-Point Portal Server.

Note

☐ See the Readme file for details on IFilter.

7

Directory Server

To import information on the directory server, the following software is required:

Linked Server

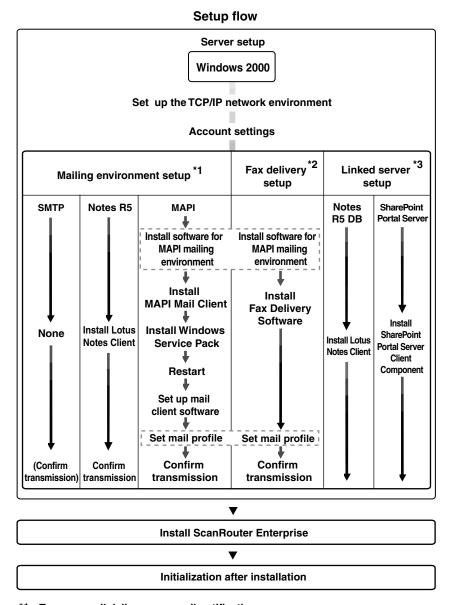
- Microsoft Exchange Server 5.5/ 2000
- Lotus Domino R5

2. Server Setup (for Windows 2000)

The following provides information on preparing a delivery server when its operating system is Windows 2000.

First, set up the TCP/IP environment. For information about setting up TCP/IP, ask the network administrator.

Next, set up the computer as the delivery server, and then install ScanRouter Enterprise.



- *1 To use e-mail delivery or e-mail notification
- *2 To use a device for fax delivery using RS232
- *3 To deliver documents to a linked server

Account Settings

Create an account for launching Scan-Router Enterprise in Windows and give the Administrator permission. You can use the existing account; however, we recommend that you create an account for ScanRouter Enterprise.

The procedure for setting an account differs when a server is a member of a domain and when it is not.

#Important

☐ When ScanRouter Enterprise is installed on the same computer as ScanRouter DocumentServer, the account for ScanRouter DocumentServer installation must be the same as that for ScanRouter Enterprise launching.

Note

☐ The account for launching Scan-Router Enterprise is also used when ScanRouter Enterprise is installed.

When a Member of a Domain

Preparation

If you want to create a new account, ask the network administrator to add an account in the domain server exclusively for ScanRouter Enterprise.

Add the account added in the domain server to the Administrators group of the computer in which ScanRouter Enterprise will be installed.

- 1 Log on as a member of the Administrators group.
- **2** Right-click [My Computer], and then click [Manage].
- Select the [Groups] folder of [Local **Users and Groups**] from the console tree. Select [Administrators], and then click [Properties] on the [Action] menu.
- 4 Click [Add].

The [Select Users or Groups] dialog box appears, and a list of the users and groups which belong to the domain appears.

From the upper box, select the launching account, and then click [Add].

If the account is not displayed, check if the correct domain server is selected from the [Look in] dropdown menu.

6 After the launching account is added to the lower box, click [OK].

- Make sure that the launching account has been added to [Members], and then click [OK].
- **8** Close Computer Management.

When Not a Member of a Domain

Add a new account to the computer in which ScanRouter Enterprise will be installed.

- 1 Log on as a member of the Administrators group.
- Right-click [My Computer], and then click [Manage].
- Select the [Users] folder of [Local Users and Groups] from the console tree, and then click [New User] on the [Action] menu.

The [New User] dialog box appears.

- Click to clear the check box for [User Must Change Password at Next Logon], and then enter the other items.
- Select [Create], and then click [Close].
- 6 Select [Groups] of [Local Users and Groups] from the console tree.
- Click [Administrators] from the window area in detailed information, and then click [Properties] on the [Action] menu.
- 8 Click [Add].

The **[Select Users or Groups]** dialog box appears, and a list of the users and groups appears.

- Select to highlight the launching account from the upper box, and then click [Add].
- After the launching account is added to the lower box, click [OK].
- Make sure that the launching account has been added to [Members], and then click [OK].
- 12 Close Computer Management.



The WWW service must be installed in the delivery server to access the delivery server from the client computer using Web Document Viewer. You can also install the WWW service after ScanRouter Enterprise is set up. In this case, suspend the WWW service and delivery server in advance.

For more information, see Web Document Viewer Setup Guide.

Mailing Environment Setup

To deliver documents by mail and to send notification, three types of mail are used: SMTP, Notes R5, and MAPI.

∰Important

- ☐ For delivery by e-mail, obtain the e-mail account in each mail server exclusively for ScanRouter Enterprise from the network administrator.
- ☐ Be sure to log on with a launching account for ScanRouter Enterprise. Documents cannot be delivered properly by e-mail with other accounts.

SMTP Mail

Separate software need not be installed. Create an e-mail account for SMTP/POP in advance.

Notes R5 Mail

When you want to deliver documents by Notes R5 mail, the following mail client must be installed:

Lotus Notes R5 (Release 5.03 or later)

Ø Note

☐ To install the Notes client, use the Notes ID prepared for the computer on which the delivery server is to be installed.

MAPI Mail

When you want to deliver documents by MAPI mail, the following software must be installed:

- Software for the MAPI Mailing Environment
- MAPI Mail Client

Installing software for the MAPI mailing environment

- ① Log on with a launching account. If you log on with another account, log off and then log on again with the launching account.
- ② Install Microsoft Outlook 2000 or later.

𝚱 Note

☐ To deliver documents using Notes R4, you must install Notes Client after Microsoft Outlook is installed. If Notes Client is already installed, uninstall it temporarily. In this case, since the user ID file, desktop.dsk, desktop5.dsk, and names.nsf are used after reinstallation, back them up.

Installing MAPI Mail Client software

Install a necessary MAPI mail client, according to the mail server to be used.

- Microsoft Exchange Server 5.0/5.5 /2000
 - Microsoft Outlook 2000 or later (already installed in "Installing software for the MAPI mailing environment" ⇒ p.14)

② Lotus Domino Server

Lotus Notes (Release 5.03 or later)

Installing Service Pack and Restarting Windows

Install Windows 2000 Service Pack 2 or later, and then restart Windows.

Setting Up Mail Client Software and Confirming Transmission

Use the account for launching set in p.12 "Account Settings" to log on Windows, and then set up the mail client and confirm transmission.

#Important

- ☐ When Microsoft Outlook 2000 is used, select [Corporate or Workgroup] in [E-mail Service Options].
- ☐ If the dialog box to check if Outlook is set up as a default manager is displayed, click [Yes].

Ø Note

- ☐ Be sure to log on with a launching account.
- □ When using e-mail for delivery, specify each e-mail account that was obtained for ScanRouter Enterprise.
- ☐ The settings depend on the e-mail program to be used. Ask the mail administrator before making settings.

When Internet Explorer and Outlook 2000 or later are used

- ① Select the [Programs] tab in [Internet Options] on the control panel.
- ② Select [Microsoft Outlook] in the [E-mail] list.

When Notes is used in the MAPI mailing environment

Install Notes Client to deliver documents by mail using Notes, and then set up using the following procedure:

- Launch Notes Client.
- ② On the **[File]** menu, point to **[Tool]**, and then click **[User ID]**.
- 3 Click [Menu].
- Enter the password.
- ⑤ Click to select [Don't prompt for a password from other Notes-based programs].

Check the transmission of e-mail for each client computer.

Delete the received mail after confirmation.

Preparing a Linked Server

Deliver to Notes R5 Database

To deliver documents to the Notes database, the following client software must be installed:

Lotus Notes R5 (Release 5.03 or later)

Ø Note

☐ To install the Notes client, use the Notes ID prepared for the computer on which the delivery server is to be installed.

SharePoint Portal Server Plugin

To deliver documents to SharePoint Portal Server, the following client software must be installed:

SharePoint Portal Server client component

For a Device for Fax Delivery using RS232

The preparations below are necessary to deliver faxes from a device using RS232.

The MAPI mailing environment must be installed for fax delivery. Even if you do not use MAPI mail, install the MAPI mailing environment. If the MAPI mailing environment is already installed, skip Steps 11, 13 and after.

∰Important

- ☐ When Microsoft Outlook 2000 is used, select [Corporate or Workgroup] in "E-mail Service Options".
- **𝚱** Note
- ☐ Before beginning the installation, connect the computer to be used as the delivery server to the device with an RS232 cable.
- 1 Turn on the main power switch of the device.
- 2 Double-click [Phone and Modem Options] in [Control Panel].

When configuring the modem for the first time, the **[Location Information]** dialog box appears. Make any necessary settings, and then click **[OK]**.

Click the [Modems] tab, and then click [Add].

Add/Remove Hardware Wizard appears.

4 Click [Next].

The search for the modems starts.

After "Unknown Modem" is displayed as being detected, click [Change].

The [Install New Modem] dialog box appears.

- 6 Click "(Standard Modem Types)" in the [Manufacturers] list, click to select "Standard 14400 bps Modem" in the [Models] list, and then click [OK].
- 7 Click [Next].
- After the message informing you that the setup of the modem is completed appears, click [Finish].
- Olick the [Dialing Rules] tab, and then make the necessary settings.
- 10 Click [OK].

The modem installation is now complete.

- Install the MAPI mailing environment.⇒ p.14 "Installing software for the MAPI mailing environment"
- Insert the CD-ROM for this product into the CD-ROM drive, and then install Fax Delivery Software.

Install Fax Delivery Software from the **[ScanRouter Enterprise Setup]** dialog box.

- B Setup a profile for MAPI mail.⇒ p.18 "Profile Setting in the MAPI Mailing Environment"
- Install Windows 2000 Service Pack 2 or later.
- Restart the computer used as the delivery server.

Profile Setting in the MAPI Mailing Environment

To use MAPI mail and to deliver fax documents using RS232, set the mail profile in advance.

Microsoft Outlook 2000 Setup

1 Double-click [Mail] on the control panel.

The [Mail] dialog box appears.

Note

- ☐ When one or more profiles have already been prepared, the property dialog box of the profile to be used during startup is displayed. Display the [Mail] dialog box by clicking [Show Profiles].
- 2 Click [Add].

The setup wizard is displayed.

3 Select the e-mail to be used with ScanRouter Enterprise.

Select all services to be used.

#Important

☐ Be sure to perform the above in the [Use the following information services] check box. Do not select the [Manually configure information services] check box.

Note

☐ If documents received by fax are then delivered, select [Scan-Router FAX] in Step ①.

- ☐ For mail delivery or notification, select a service according to the mail server to be used. The e-mail usable in ScanRouter Enterprise is displayed as follows:
 - Microsoft Exchange Server
 Server
 - Lotus Domino...Lotus Notes Mail
- ☐ [Microsoft Mail] is not displayed. It will be set in Step ②.
- □ For devices for fax delivery via RS232 without mail, ⇒ p.20 "Setting Up the Information Service When Not Using MAPI Mail". After setting, proceed to Step ①.
- 4 Click [Next].

Note

- ☐ If another profile has already been created, instructions to enter a new profile name appear. In this case, enter "ScanRouterV2 Profile" in the [Profile Name] box, and then click [Next]. You can use uppercase and lowercase letters to enter "ScanRouterV2 Profile", but a space is necessary between "ScanRouterV2" and "Profile".
- The setting dialog box is displayed. Make the necessary settings.

Specify the account obtained for ScanRouter Enterprise for e-mail accounts. Follow the displayed instructions to set up the mail server and password.

The settings depend on the mailing environment. Ask the mail administrator before making settings.

After setup, a profile is saved automatically. The profile name is usually [MS Exchange Settings].

Note

- ☐ If "ScanRouterV2 Profile" is entered in Step ♠, a profile named "ScanRouterV2 Profile" is saved. In this case, proceed to Step ❸.
- 6 Click [Copy].
- 2 Enter "ScanRouterV2 Profile" in the [New Profile Name] box, and then click [OK].

You can use uppercase and lower-case letters to enter "ScanRouterV2 Profile", but a space is necessary between "ScanRouterV2" and "Profile".

[ScanRouterV2 Profile] is newly created.

- Add "Personal Address Book" service to [ScanRouterV2 Profile].
 - Click to highlight [ScanRouterV2 Profile], and then click [Properties].
 - 2 Click [Add].
 - Click to highlight [Personal Address Book] in [Available information services], and then click [OK].
 - **4** After the [Personal Address Book] dialog box is displayed, click [OK].
 - 6 Confirm that [Personal Address Book] has been added to [The following information services are set up in this profile] on the [Services] tab.

If documents are delivered by "Microsoft Mail", add "Microsoft Mail" service.

Note

- ☐ If "Microsoft Mail" is not used, proceed to Step ①.
- 1 Click [Add] on the [Services] tab.
- Click to highlight [Microsoft Mail] in [Available information services], and then click [OK].
- 3 Follow the displayed instructions.

After the "Microsoft Mail" setup dialog box is displayed, make the necessary settings.

After making settings, the Properties of ScanRouterV2 Profile will return.

- Confirm that [Microsoft Mail] has been added to [The following information services are set up in this profile] on the [Services] tab.
- Click the [Delivery] tab.
- Click [Personal Folders] in the [Deliver new mail to the following location] box.

If there is no [Personal Folders] in the list, add [Personal Folders] on the [Services] tab.

To deliver faxes from a device using RS232, perform the procedure below.

Note

- ☐ If [ScanRouter FAX] is not selected, proceed to Step [3].
- Click to highlight [ScanRouterV2 Profile], and then click [Properties].

- Click [Add], click [ScanRouter FAX] in the [Add Service to Profile] dialog box, and then click [OK].
- **3** Click the [Modem] tab.
- 4 Confirm that the [Let other people on the network use my modem to send faxes] check box is not selected.

If it is selected, click to clear the check box.

- 6 Click [Properties].
- 6 Click [Answer after] in [Answer mode] in the [Fax Modem Properties] dialog box.

You may set the number of rings to any number, but about three times is standard.

- Click [Advanced].
- 8 Confirm that the [Use Class 2 if available] check box is not selected.

If it is selected, click to clear the check box.

- Or Click [OK] to close the [Advanced] dialog box.
- O Click [OK] to close the [Fax Modem Properties] dialog box.
- The Click [OK] to close the [Scan-Router Fax Properties] dialog box.
- Click the [Delivery] tab.
- © Click to highlight [ScanRouter FAX Transport] in the [Recipient addresses are processed by these information services in the following order] box. Then, use [↑] to move it to the top of the box.
- Click [OK].
- Set the order for the names in the address list on the [Addressing] tab.

- Click [OK] to close the Properties of ScanRouterV2 Profile.
- Click [ScanRouterV2 Profile] in the [When starting Microsoft Outlook, use this profile] box.
- Click [Close] to close the [Mail] dialog box.

☐ To confirm that the profile has been set properly, before operating ScanRouter Enterprise, use Microsoft Outlook 2000 to send test mail to each mail client.

Setting Up the Information Service When Not Using MAPI Mail

To deliver faxes from a device using RS232 without using MAPI mail in ScanRouter Enterprise, use the following procedure and add only [Personal Address Book] and [Personal Folders].

- 1 Click [Manually configure information services] in the Microsoft Outlook setup wizard, and then click [Next].
- 2 Enter "ScanRouterV2 Profile" in the [Profile Name] box, and then click [Next].

You can use uppercase and lower-case letters for "ScanRouterV2 Profile", but a space is necessary between "ScanRouterV2" and "Profile".

- Click [Add].
- Click to highlight [Personal Address Book] in [Available information services], and then click [OK].

- After the [Personal Address Book] dialog box is displayed, click [OK].
- Click [Add]. Click to highlight [Personal Folders] in [Available information services], and then click [OK].
- Specify the location and name of the Personal Folders, and then click [Open].

For example, set "Rds.pst" as the file name when the location is being displayed.

- After the [Create Microsoft Personal Folders] dialog box is displayed, click [OK].
- 9 Click [OK].
- 10 Click [Finish].

Proceed to Step ② of "Microsoft Outlook 2000 Setup".⇒ p.19

Microsoft Outlook 2002 Setup

1 Double-click [Mail] on the control panel.

The [Mail] dialog box appears.

When one or more profiles have been prepared, display the [Mail] dialog box by clicking [Show Profiles] in the [Mail Setup] dialog box.

2 Click [Add].

The [New Profile] dialog box appears.

Enter "ScanRouterV2 Profile" in the [Profile Name] box, and click [OK].

You can use uppercase and lower-case letters to enter "ScanRouterV2 Profile ", but a space is necessary between "ScanRouterV2" and "Profile".

"ScanRouterV2 Profile" is newly created, and the **[E-mail Accounts]** dialog box appears.

- 4 Click to select [Add a new e-mail account], and then click [Next].
 - Note
 - ☐ If MAPI mail is not used, proceed to Step ③ ③.
- When the server type selection dialog box is displayed, click the type of mail server to be used, and then click [Next].
- The setting dialog box is displayed. Make the necessary settings.

Specify the account obtained for ScanRouter Enterprise for e-mail accounts.

Follow the displayed instructions to set up the mail server and password. The settings depend on the mailing environment. Ask the mail administrator before making settings.

When you finished setting the mail account, click [Finish] in the [congratulations! E-mail Accounts] dialog box.

The [Mail] dialog box appears.

Add "Personal Address Book" service to [ScanRouterV2 Profile].

• Click to highlight [ScanRouterV2 Profile] in the [Mail] dialog box, and then click [Properties].

The [Mail Setup - ScanRouterV2 Profile] dialog box appears.

2 Click [E-mail Accounts].
The [E-mail Accounts] dialog box appears.

3 Click [Add a new directory or address book], and then click [Next].

The [E-mail Accounts, Directory or Address Book Type] dialog box appears.

Click [Additional Address Books], and then click [Next].

The [E-mail Accounts, Other Address Book Types] dialog box appears.

6 Click to highlight [Personal Address Book], and then click [Next].

The [Personal Address Book] dialog box appears.

6 Setup the address book, and then click [OK].

After the [Mail Setup - ScanRouterV2 Profile] dialog box is displayed, click [Close].

- Set "Mailbox" as the delivery place for newly arrived e-mail of "ScanRouterV2 Profile".
 - Click [E-mail Accounts] in the [Mail Setup - ScanRouterV2 Profile] dialog box.

The **[E-mail Accounts]** dialog box appears.

Click [View or change existing e-mail accounts], and then click [Next].

3 Set the [Deliver new e-mail to the following location] to "Mailbox".

If there is no "Mailbox", add it in the **[Service]** tab.

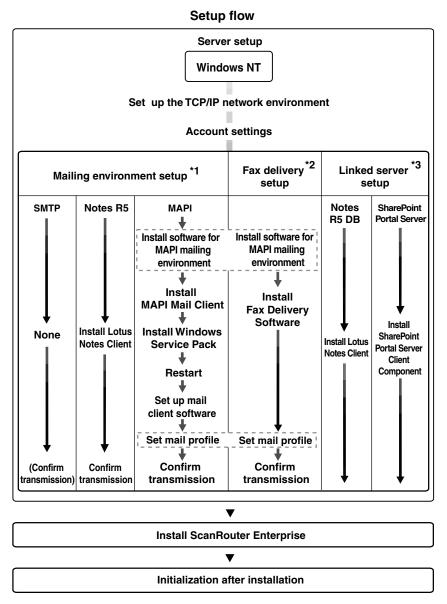
- In the [Mail Setup ScanRouterV2 Profile] dialog box, click [Close].
- In the [Mail] dialog box, click [OK].

3. Server Setup (for Windows NT)

The following provides information on preparing a delivery server when its operating system is Windows NT.

First, set up the TCP/IP environment. For information about setting up TCP/IP, ask the network administrator.

Next, set up the computer as the delivery server, and then install ScanRouter Enterprise.



- *1 To use e-mail delivery or e-mail notification
- *2 To use a device for fax delivery using RS232
- *3 To deliver documents to a linked server

Account Settings

Create an account for launching Scan-Router Enterprise in Windows and give the Administrator permission. You can use the existing account; however, we recommend that you create an account for ScanRouter Enterprise.

The procedure for setting an account differs when a server is a member of a domain and when it is not.

#Important

☐ When ScanRouter Enterprise is installed on the same computer as ScanRouter DocumentServer, the account for ScanRouter DocumentServer installation must be the same as that for ScanRouter Enterprise launching.

Note

☐ The account for launching Scan-Router Enterprise is also used when ScanRouter Enterprise is installed.

When a Member of a Domain

Preparation

If you want to create a new account, ask the network administrator to add an account in the domain server exclusively for ScanRouter Enterprise.

Add the account added in the domain server to the Administrators group of the computer in which ScanRouter Enterprise will be installed.

- 1 Log on as a member of the Administrators group.
- 2 Click [Start], point to [Programs], and then click [User Manager] or [User Manager for Domains] in the [Administrative Tools(Common)] folder.
- Select [Administrators] from the groups list, and then click [Properties] on the [User] menu.

The local group properties are displayed.

4 Click [Add].

A list of the users and groups which belong to the domain is displayed in the [Add Users and Groups] dialog box.

5 Select an launching account in the [Names] box, and then click [Add].

If the account is not displayed, check if the correct domain server is selected in the [List Names From] list.

- **6** After the launching name is added to the [Add Names] box, click [OK].
- Make sure that the launching account has been added to the [Members] box, and then click [OK].
- 8 Close User Manager.

When Not a Member of a Domain

Add a new account to the computer in which ScanRouter Enterprise will be installed.

- 1 Log on as a member of the Administrators group.
- 2 Click [Start], point to [Programs], and then click [User Manager] from the [Administrative Tools(Common)] folder.
- Click [New User] on the [User] menu.

The **[New User]** dialog box appears.

- Click to clear the check box for [User Must Change Password at Next Logon], and then enter the other items.
- **5** Select [Groups].
- 6 Select [Administrators] in the [Not member of] box, and then click [Add].

[Administrators] is added to [Member of].

- Click [OK].
- 8 Click [Add].
- Click [Close] to close the [New User] dialog box.

1 Close User Manager.



The WWW service must be installed in the delivery server to access the delivery server from the client computer using Web Document Viewer. You can also install the WWW service after ScanRouter Enterprise is set up. In this case, suspend the WWW service and delivery server in advance.

For more information, see Web Document Viewer Setup Guide.

.

Mailing Environment Setup

To deliver documents by mail and to send notification, three types of mail are used: SMTP, Notes R5, and MAPI.

∰Important

- ☐ For delivery by e-mail, obtain the e-mail account in each mail server exclusively for ScanRouter Enterprise from the network administrator.
- ☐ Be sure to log on with a launching account for ScanRouter Enterprise. Documents cannot be delivered properly by e-mail with other accounts.

SMTP Mail

Separate software need not be installed. Create an e-mail account for SMTP/POP in advance.

Notes R5 Mail

When you want to deliver documents by Notes R5 mail, the following mail client must be installed:

• Lotus Notes R5 (Release 5.03 or later)

Ø Note

☐ To install the Notes client, use the Notes ID prepared for the computer on which the delivery server is to be installed.

MAPI Mail

When you want to deliver documents by MAPI mail, the following software must be installed:

- Software for the MAPI Mailing Environment
- MAPI Mail Client

Installing software for the MAPI mailing environment

- ① Log on with a launching account. If you log on with another account, log off and then log on again with the launching account.
- ② Double-click [Inbox] on the desktop.
- ③ After the confirmation message appears, click [Yes] and follow the messages.

Windows Messaging is installed. Next, install MAPI Mail Client software.

Note

☐ To deliver documents using Notes R4, you must install Notes Client after Windows Messaging or Microsoft Outlook is installed. If Notes Client is already installed, uninstall it temporarily. In this case, since the user ID file, desktop.dsk, desktop5.dsk, and names.nsf are used after reinstallation, back them up.

Installing MAPI Mail Client software

If you want to use one of the following mail servers, the appropriate mail software for that server is required in addition to Windows Messaging:

- ① Microsoft Exchange Server 5.0 One of the following is required:
 - Microsoft Exchange Client 5.0
 - Microsoft Outlook 97/98/2000 /2002
- ② Microsoft Exchange Server 5.5 /2000
 - Microsoft Outlook 2000 or later
- ③ Lotus Domino
 - Lotus Notes (Release 4.52 or later)

Installing Service Pack and Restarting Windows

Install Service Pack 6a or later, and then restart Windows.

Setting Up Mail Client Software and Confirming Transmission

Use the account for launching set in p.24 "Account Settings" to log on Windows, and then set up the mail client and confirm transmission.

∰Important

- ☐ When Outlook 98/2000 is used, select **[Corporate or Workgroup]** in "Email Service Options".
- ☐ If the dialog box to check if Outlook is set up as a default manager is displayed, select [Yes].

Note

- ☐ Be sure to log on with a launching account.
- ☐ When using e-mail for delivery, specify each e-mail account that was obtained for ScanRouter Enterprise.
- ☐ The settings depend on the e-mail program to be used. Ask the mail administrator before making settings.

When Internet Explorer and Outlook 2000 or later are used

- ① Click the [Programs] tab in the [Internet Options] on the control panel.
- ② Select [Microsoft Outlook] in the [E-mail] list.

When Notes is used in the MAPI mailing environment

Install Notes Client to deliver documents by mail using Notes, and then set up using the following procedure:

- Start Notes Client.
- ② On the [File] menu, point to [Utility], and then click [User ID].
- 3 Click [Menu].
- ④ Enter the password.
- ⑤ Click to select [Don't Display Password Prompt from Other Notesbased Program].

Check the transmission of e-mail for each client computer.

Delete the received mail after confirmation.

Preparing a Linked Server

Deliver to Notes R5 Database

To deliver documents to the Notes database, the following client software must be installed:

Lotus Notes R5 (Release 5.03 or later)

Ø Note

☐ To install the Notes client, use the Notes ID prepared for the computer on which the delivery server is to be installed.

SharePoint Portal Server Plugin

To deliver documents to SharePoint Portal Server, the following client software must be installed:

SharePoint Portal Server client component

For a Device for Fax Delivery using RS232

The preparations below are necessary to deliver faxes from a device using RS232.

The MAPI mailing environment must be installed for fax delivery. Even if you do not use MAPI mail, install the MAPI mailing environment. If the MAPI mailing environment is already installed, skip Steps 12, 14 and after.

∰Important

☐ When Outlook 98/2000 is used, select [Corporate or Workgroup] in "Email Service Options".

Ø Note

- ☐ Before beginning the installation, connect the computer to be used as the delivery server to the device with an RS232 cable.
- 1 Turn on the main power switch of the device.
- 2 Double-click [Modems] in [Control Panel].

The [Install New Modem] dialog box appears.

If the [Modems Properties] dialog box appears, click [Add].

Click [Next].

The search for the modems starts.

- After "Standard Modem" is displayed as being detected, click [Change].
- Click "(Standard Modem Types)" in the [Manufacturers] list, click to select "Standard 14400 bps Modem" in the [Models] list, and then click [OK].
- 6 Click [Next].

After the message informing you that the setup of the modem has been completed appears, click [Finish].

The [Modems Properties] dialog box appears.

- 8 Click [Dialing Properties].
- When the [Location Information] dialog box appears, make the necessary settings.

If you have set up the location in advance, the [Dialing Properties] dialog box appears. Change the settings if necessary.

- 10 Click [OK].
- Click [Close] to close the [Modem Properties] dialog box.

The modem installation is now complete.

- Install the MAPI mailing environment.⇒ p.26 "Installing software for the MAPI mailing environment"
- Insert the CD-ROM into the CD-ROM drive, and then install Fax Delivery Software.

Install Fax Delivery Software from the **[ScanRouter Enterprise Setup]** dialog box.

- Setup a profile for MAPI mail.⇒ p.30 "Profile Setting in the MAPI Mailing Environment"
- Install Windows NT Service Pack 6a or later.
- Restart the computer used as the delivery server.

Profile Setting in the MAPI Mailing Environment

To use MAPI mail and to deliver fax documents by using RS232, set the mail profile in advance. The following is the procedure to be performed when Windows Messaging is used. When Microsoft Outlook 2000 or Microsoft Outlook 2002 is used, see p.18 "Profile Setting in the MAPI Mailing Environment".

Windows Messaging Setup

1 Double-click [Mail] on the control panel.

The [Mail] dialog box appears.

Note

- ☐ When one or more profiles have already been prepared, the property dialog box of the profile to be used during startup is displayed. Display the [Mail] dialog box by clicking [Show Profiles].
- 2 Click [Add].

The setup wizard is displayed.

3 Select the e-mail to be used with ScanRouter Enterprise.

Select all services except "Scan-Router FAX" to be used.

∰Important

- ☐ Be sure to perform the above in the [Use the following information services] check box. Do not select the [Manually configure information services] check box.
- ☐ Do not add the Lotus Notes service last.

Note

- ☐ If documents received by fax are then delivered, select [Scan-Router FAX] in Step ①.
- ☐ For mail delivery or notification, select a service according to the mail server to be used. The e-mail programs usable in ScanRouter Enterprise are displayed as follows:
 - Microsoft Mail Server...Microsoft Mail
 - Microsoft Exchange Server er...Microsoft Exchange Server
 - Lotus Domino...Lotus Notes Mail
- ☐ For devices for fax delivery via RS232 without mail, ⇒ p.32 "Setting Up the Information Service When Not Using MAPI Mail". After setting, proceed to Step ①.

4 Click [Next].

Note

☐ If another profile has already been created, instructions to enter a new profile name appear. In this case, enter "ScanRouterV2 Profile" in the [Profile Name] box, and then click [Next]. You can use uppercase and lowercase letters to enter "ScanRouterV2 Profile", but a space is necessary between "ScanRouterV2" and "Profile".

The setting dialog box is displayed. Make the necessary settings.

Specify the account obtained for ScanRouter Enterprise for e-mail accounts. Follow the displayed instructions to set up the mail server and password.

The settings depend on the mailing environment. Ask the mail administrator before making settings.

After setup, a profile is saved automatically. The profile name is usually [Windows Messaging Settings], but may be [MS Exchange Settings] depending on the environment.

Note

- ☐ If "ScanRouterV2 Profile" is entered in Step ♠, a profile named "ScanRouterV2 Profile" is saved. In this case, proceed to Step ♠.
- 6 Click [Copy].
- **T** Enter "ScanRouterV2 Profile" in the [New Profile Name] box, and then click [OK].

You can use uppercase and lower-case letters to enter "ScanRouterV2 Profile", but a space is necessary between "ScanRouterV2" and "Profile".

[ScanRouterV2 Profile] is newly created.

- Add "Personal Address Book" service to [ScanRouterV2 Profile].
 - Click to highlight [ScanRouterV2 Profile], and then click [Properties].
 - 2 Click [Add].

- 3 Click to highlight [Personal Address Book] in [Available information services], and then click [OK].
- **4** After the [Personal Address Book] dialog box is displayed, click [OK].
- 6 Confirm that [Personal Address Book] has been added to [The following information services are set up in this profile] on the [Services] tab.
- 9 Click the [Delivery] tab.
- Click [Personal Folders] in the [Deliver new mail to the following location] box.

If there is no [Personal Folders] in the list, add [Personal Folders] on the [Services] tab.

- 11 To use a device for delivering fax documents using RS232, perform the procedure below.
 - Click to highlight [ScanRouterV2 Profile], and then click [Properties].
 - Click [Add], click [ScanRouter FAX] in the [Add Service to Profile] dialog box, and then click [OK].
 - 3 Click the [Modem] tab.
 - 4 Confirm that the [Let other people on the network use my modem to send faxes] check box is not selected.

If it is selected, click to clear the check box.

- 6 Click [Properties].
- 6 Click [Answer after] in the [Answer mode].

You may set the number of rings to any number, but about three times is standard.

Click [Advanced].

8 Confirm that the [Use Class2 if available] check box is not selected.

If it is selected, click to clear the check box.

- O Click [OK] to close the [Advanced] dialog box.
- O Click [OK] to close the Properties of the modem.
- **1** Click [OK] to close the Properties of ScanRouter FAX.
- Click the [Delivery] tab.
- © Click to highlight [ScanRouter FAX Transport] in the [Recipient addresses are processed by these information services in the following order] box. Then, use [↑] to move it to the top of the box.
- Click [Personal Folders] in the [Deliver new mail to the following location] box.

If there is no [Personal Folders] in the list, add [Personal Folders] on the [Service] tab.

- 6 Click [OK].
- Set the order for the names in the address list on the [Addressing] tab.
- Click [OK] to close the Properties of ScanRouterV2 Profile.
- Select [ScanRouterV2 Profile] in the [When starting Windows Messaging, use this profile] box.
 - Ø Note
 - ☐ [When starting Microsoft Exchange, use this profile] dialog box or [When starting Microsoft Outlook, use this profile] dialog box may appear depending on the state of the computer.

Click [Close] to close the [Mail] dialog box.

Note

☐ To confirm that the profile has been set properly, before operating ScanRouter Enterprise, use Windows Messaging to send test mail to each mail client.

Setting Up the Information Service When Not Using MAPI Mail

To deliver faxes from a device using RS232 without using MAPI mail in ScanRouter Enterprise, use the following procedure and add only [Personal Address Book] and [Personal Folders].

- 1 Click [Manually configure information services] in the Windows Messaging setup wizard, and then click [Next].
- 2 Enter "ScanRouterV2 Profile" in the [Profile Name] box, and then click [Next].

You can use uppercase and lower-case letters for "ScanRouterV2 Profile", but a space is necessary between "ScanRouterV2" and "Profile".

- Click [Add].
- 4 Click to highlight [Personal Address Book] in [Available information services], and then click [OK].
- After the [Personal Address Book] dialog box is displayed, click [OK].

- Click [Add]. Click to highlight [Personal Folders] in [Available information services], and then click [OK].
- **7** Specify the location and name of the Personal Folders, and click [Open].

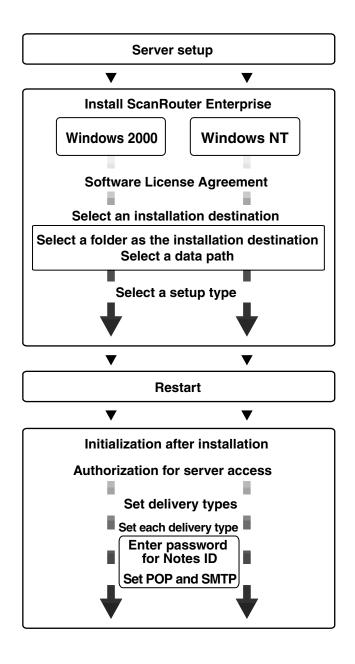
For example, set "Rds.pst" as the file name when the location is being displayed.

- After the [Personal Folders] dialog box is displayed, click [OK].
- 9 Click [0K].
- 10 Click [Finish].

Proceed to Step **①** of "Windows Messaging Setup".⇒ p.31

4. ScanRouter Enterprise Setup

Use the flowchart below to set up ScanRouter Enterprise.



Installing ScanRouter Enterprise

Install ScanRouter Enterprise according to the procedure below.

Make sure that you have finished preparing the server to be installed.

#Important

- ☐ After installation is complete, be sure to restart the computer. If ScanRouter Enterprise is launched before restarting the computer, it does not work normally. In this case, reinstall ScanRouter Enterprise.
- ☐ If you need the document data or Address Book when ScanRouter V2 Lite/Professional, ScanRouter or ScanRouter Professional is installed, back them up.

- ☐ To install ScanRouter Enterprise, be sure to log on Windows with the launching account which was set in p.12 "Account Settings" (Windows 2000), p.24 "Account Settings" (Windows NT).
- ☐ You cannot install ScanRouter Enterprise in a computer in which ScanRouter V2 Administration Utility is installed.

1 Prepare the database engine.

If you want to use an SQL Server 7.0/2000, install it beforehand.

If SQL Server 7.0 is used, SQL Server 7.0 Service Pack 4.0 or a later version must be installed in advance.

Note

- ☐ If no SQL Server has been installed, MSDE of this product is installed automatically. Installation of MSDE may take several minutes.
- ☐ If MSDE 1.0 is used, SQL Server 7.0 Service Pack 4.0 or a later version must be installed after ScanRouter Enterprise. Service Pack 4 is included on the CD-ROM.

⇒ p.40 "Installing SQL Server 7.0 Service Pack 4"

2 Insert the CD-ROM for this product into the CD-ROM drive.

The [ScanRouter Enterprise Setup] dialog box is displayed.

- Click [ScanRouter Enterprise].
- If ScanRouter/Professional or ScanRouter V2 Lite/Professional is installed, select whether the data is used.

Note

☐ For how to upgrade from other products, see p.3 "Before Installation".

The installation start confirmation dialog box is displayed.

- 5 Click [Yes].
- Click [Next] in the displayed dialog box.
- Confirm the Software License Agreement, and then click [Yes].

- Enter customer information, and then click [Next].
- Confirm the displayed information, and then click [Yes].
- 10 Specify the installation destination.

Note

- ☐ If DeskTopBinder V2 or Scan-Router DocumentServer and so on is already installed, you cannot specify the installation destination. The destination will be a folder common to them.
- Enter a folder as the installation destination, and then click [Next].

𝚱 Note

- ☐ You cannot specify the following locations:
 - Within a system folder
 - Root directory
 - Within removal media such as the MO disk
- 2 Enter a data path, and then click [Next].

You can specify a location for saving data used in the Desk-TopBinder V2 or Auto Document Link/ScanRouter V2 Link.

𝚱 Note

- ☐ You cannot specify the following locations:
 - Within a system folder
 - Root directory
 - Within removal media such as the MO disk
 - Within a Program Files folder

Select a setup type, and then click [Next].

You can select the method of starting the delivery server.

- Start from Program Folder
 After you log on Windows with
 an account for launching the de livery server, click [Start]. Then,
 click [ScanRouter V2 Administra tion Utility] in [ScanRouter Enter prise] (depending on the
 settings during installation)
 from the [Programs] folder to
 start the delivery server.
- Start at Startup
 After you log on Windows with
 an account for launching the de livery server, the delivery serv er starts automatically.
- Run in service mode
 The delivery server starts in the background regardless of the account used to log on.

𝚱 Note

- ☐ The delivery type that can be used differs according to the launching method. The following delivery types cannot be used in service mode:
 - Delivery to the network drive
 - MAPI mail delivery
 - Fax delivery using RS232
- Confirm the settings, and then click [Next].

ScanRouter Enterprise is installed. Click [Finish] in the [Install Shield Wizard Complete] dialog box.

Note

- ☐ If ScanRouter/Professional is installed, a message to uninstall it appears before completing the installation.
- ☐ The SQL Server account and password entry dialog box may be displayed. In this case, enter the SQL Server administrator account name and password.
- Click [Exit Setup] in the [ScanRouter Enterprise Setup] dialog box.

The message that prompts you to restart the computer is displayed.

14 Click [OK].

Initialization After Restarting

1 Click [OK] in the [Enter final settings for ScanRouter Enterprise] dialog box.

The [Authorization for Server Access] dialog box appears.

2 Enter the password for launching in the [Password] and [Confirm password] boxes, and click [OK].

The **[Set Delivery Types]** dialog box appears.

Select the delivery type to be used, and then click [OK].

∰Important

- ☐ If fax documents are delivered using a device for fax delivery using RS232 without mail, select MAPI.
- 4 When Notes R5 mail or Deliver to Notes R5 Database is selected, enter the password of the Notes ID used to install Notes.

∰Important

- ☐ Do not change the Notes ID to another.
- When SMTP mail is selected, set up mail delivery. Follow the instructions in the dialog box and set POP and SMTP.

Set the following:

- Host name of the SMTP and POP servers
- Prepared mail account and password for ScanRouter Enterprise

Ø Note

☐ The POP and SMTP authentication can be set in advance.

6 Click [OK].

The Windows setup required to operate ScanRouter Enterprise is changed automatically.

- When the completion message is displayed, click [Finish].
- 8 Restart the computer.

If MSDE 1.0 (supplied with this product) is used, install SQL Server 7.0 Service Pack 4 after initialization.

∰Important

☐ When the SQL Server is used, an account dedicated to Scan-Router Enterprise is created in the SQL Server.

𝚱 Note

- ☐ Until the server is restarted, client software cannot connect to it.
- **9** Make the SA password settings.

#Important

- ☐ If SQL Server or MSDE is already in use, check the SA account settings, and then carefully make the password settings. The system may not operate properly due to password settings.
- Click [SaChg.exe] in the installation folder.

The dialog box for setting the password appears.

Note

☐ If MSDE 1.0 (supplied with this product) is used, the password box is blank.

2 Make the password settings, and then click [OK].

Installing SQL Server 7.0 Service Pack 4

If SQL Server 7.0 is used and the Service Pack is not installed, or if MSDE 1.0 (supplied with this product) is used, install the Service Pack for SQL Server.

- 1 Log on with the account used for setup.
- 2 Click [Start], point to [Program], point to [ScanRouter V2], and then click [Suspend Delivery Services].

⇒ p.49 "Start Menu"

3 Execute "setup.bat" according to the Service Pack instructions.

The [Welcome] dialog box appears.

4 Click [Next].

The [Software License Agreement] dialog box appears.

5 Click [Yes].

The **[Connect to Server]** dialog box appears.

- Select [The SQL Server system administrator login information (SQL Server authentication)], and then enter the password for SA logon in the text box.
- 7 Click [Next].

The [Start Copying Files] dialog box appears.

8 Click [Next].

Installation starts.

Note

- ☐ Installation may take some time. The Service Pack is installing properly even if CPU activity temporally decreases.
- 9 If the [Authentication Mode] dialog box appears during installation, select [Mixed Mode (Windows Authentication and SQL Server Authentication)].

The [Setup Complete] dialog box appears.

☐ If you made the wrong settings, reinstall the Service Pack.

10 Click [Finish].

The computer restarts.

Installing ScanRouter V2 Administration Utility in a Client Computer

You can install ScanRouter V2 Administration Utility in a client computer to remotely manage the delivery server.

Limitation

- ☐ If the MAPI mailing environment is setup, you cannot suspend and resume service remotely with ScanRouter V2 Administration Utility. Suspend and resume service from ScanRouter V2 Administration Utility installed in the delivery server.
- ☐ If ScanRouter V2 Administration Utility has been already installed, the [Modify, Repair, or Remove program] dialog box will appear. To proceed with installation, select [Repair].

System Requirements

Operating Systems

- Microsoft Windows 95 (OSR2 or later)
- Microsoft Windows 98
- Microsoft Windows 98 Second Edition
- Microsoft Windows Me
- Microsoft Windows XP Professional
- Microsoft Windows XP Home Edition
- Microsoft Windows 2000 Server
 + Service Pack 1 or later
- Microsoft Windows 2000 Professional + Service Pack 1 or later

- Microsoft Windows NT Server
 4.0 + Service Pack 5 or later
- Microsoft Windows NT Workstation 4.0 + Service Pack 5 or later

Installing ScanRouter V2 Administration Utility

Ø Note

- ☐ Do not install ScanRouter V2 Administration Utility in the dial-up connection computer if possible.
- ☐ You cannot separately install Scan-Router V2 Administration Utility in a delivery server in which Scan-Router Enterprise is already installed.
- ☐ The delivery server of ScanRouter Enterprise cannot be managed from ScanRouter V2 Administration Utility of ScanRouter V2 Professional (Ver. 1.xx).
- Insert the CD-ROM for this product into the CD-ROM drive. Display the [ScanRouter Enterprise Setup] dialog box.
- Click [Administration Utility] of ScanRouter Enterprise.

A confirmation message about starting installation appears.

- Click [Yes].
- 4 Click [Next] in the displayed dialog box.
- Confirm the Software License Agreement, and then click [Yes].

The [Choose Destination Location] dialog box appears.

6 Enter a folder as the installation destination, and then click [Next].

Installation will start.



- ☐ If DeskTopBinder V2 or Scan-Router DocumentServer and so on is already installed, you cannot specify the installation destination. The destination will be a folder common to them. The [Select Installation Destination] dialog box does not appear.
- ☐ You cannot specify the following destinations:
 - Within a system folder
 - Root directory
 - Within removal media such as the MO disk
- 7 Click [Finish].

Uninstalling ScanRouter Enterprise

This section explains how to uninstall ScanRouter Enterprise.

#Important

☐ Before uninstallation, be sure to back up the system and other information.

Note

- ☐ Before uninstallation, delete all network devices in **[Set I/O Device]**.
- 1 Suspend the delivery server using ScanRouter V2 Administration Utility.
- **2** Close ScanRouter V2 Administration Utility.
- Select ScanRouter Enterprise in [Add/Remove Programs] on the control panel, and then click [Add/Remove] or [Change/Remove].

The [ScanRouter Enterprise Setup] dialog box appears.

Click [Remove], and then click [Next].

A confirmation dialog box appears.

5 Click [OK].

Note

☐ If [Database Administrator Setting] dialog box is displayed, enter the administrator password, and then click [OK].

6 Select whether the setting information is kept.

ScanRouter Enterprise is uninstalled.

Ø Note

- ☐ If you are asked to delete a file that may be shared with other programs, click **[No]**.
- ☐ If a locked file is displayed, click [Remove after Restart].
- Click [Finish].

∰Important

☐ If the setting information is not kept, document data and destination setting are all deleted and cannot be used with the next installation.

Note

☐ If only ScanRouter Enterprise is installed in the computer, you can delete the "RDCab" folder (or the folder specified as the data path)⇒ p.36 "Installing ScanRouter Enterprise". If the data path is shared with Desk-TopBinder V2 or ScanRouter DocumentServer and so on, do not delete the "RDCab" folder(or the folder specified as the data path). If you want to delete the ScanRouter Enterprise data, delete only the "DR", "DRDB" and "DRTmp" folders in the "RDCab" folder(or the folder specified as the data path).

Uninstalling ScanRouter V2 Administration Utility

This section explains how to uninstall ScanRouter V2 Administration Utility when it is installed in the client computer.

∰Important

☐ Before uninstallation, be sure to back up the system and other information.

𝚱 Note

- ☐ If ScanRouter V2 Administration Utility is installed together with ScanRouter Enterprise, ScanRouter V2 Administration Utility cannnot be uninstalled separately.
- 1 Suspend the delivery server using ScanRouter V2 Administration Utility.
- **2** Close ScanRouter V2 Administration Utility.
- Select ScanRouter V2 Administration Utility in [Add/Remove Programs] on the control panel, and then click [Add/Remove] or [Change/Remove].

The [ScanRouter V2 Administration Utility Setup] dialog box appears.

4 Click [Remove], and then click [Next].

The confirmation dialog box appears.

5 Click [OK].

ScanRouter V2 Administration Utility is uninstalled and the [Maintenance Complete] dialog box appears.

Note

- ☐ If you are asked to delete a file that may be shared with other programs, click **[No]**.
- ☐ If a locked file is displayed, select [Remove after Restart].
- 6 Click [Finish].

5. Linked Server Setup

Setting up of Notes R5 Database at a Delivery Destination

To deliver documents to the Notes R5 database, the Notes R5 database must be set up.

Copying the Delivery Setting Database

If ScanRouter Enterprise is installed, the NotesDB setting file (delivery setting database) is installed in the "Samples"-"NotesDB" folder directly under the directory in which ScanRouter Enterprise is installed. The name of this file is "template.nsf". The view and form contents of this setting file must first be copied to a database to be used as a delivery destination for documents.

Note

- ☐ Use Lotus Notes and Lotus Domino Designer to perform this operation.
- ☐ Your Access Right for the database to which view and form are to be copied must be equal to or higher than the Designer to perform this operation.
- 1 Open "Delivery Setting DB" from Domino Designer.
- 2 Select [Forms] under "Delivery Setting DB" in the Navigation pane.
- Right-click [ScanRouter/Environment Document] in the view list, and then click [Copy] on the displayed menu.
- Open the database to be used as a delivery destination for documents in Domino Designer.
- Select [Forms] under the delivery destination database in the Navigation pane.
- Click [Paste] on the [Edit] menu.

Copy the view contents using a similiar procedure. The view to be selected is **[ScanRouter/Environment Document]**.

Creating Environment Document

After the form and view have been copied, create an environment document in the database. The environment document is used to specify the fields in which the data of document from a delivery server is stored.

1 Double-click the database that is the delivery destination in the Notes Workspace.

The database opens.

- 2 On the [View] menu, point to [ScanRouter], and then click [Environment Document].
- 3 On the [Create] menu, point to [ScanRouter], and then click [Environment Document].

The "Environment Document" form opens.

4 Enter the name that corresponds to each item.

The items that can be specified with a form name or field names (and the corresponding field types these names can already have) are as follows.

| Items | Types of field | Names |
|--|----------------|---|
| Form | - | Enter the name of the form in which the data of delivered documents is to be displayed. |
| Rich text for saving document contents | Richtext | Enter the name of the rich text field in which the icon of the delivered document file is displayed. |
| Delivery date | Date/Time | Enter the name of the field in which the icon of the delivered document file is displayed. |
| Document name | Text | Enter the name of the field in which the document name is displayed. |
| Sender | Text | Enter the name of the field in which the sender name is displayed. |
| Number of sections | Number | Enter the name of the field in which the number of sections is displayed. |
| Application | Text | Enter the name of the field in which the origin of the document such as Scanner, Received fax data, Send by fax, Copy, Printer, and Docu- ment delivery is displayed. |
| Keyword 1 | Text | Enter the name of the field in which |
| Keyword 2 | Text | the keyword selected by the keyword selection setting is displayed. |

| Items | Types of field | Names |
|----------|----------------|--|
| Custom 1 | Text | Enter the name of the field in which |
| Custom 2 | Text | a custom item is displayed. Custom items can be set when Deliver to Note R5 Database is added as a delivery type for each destination. |

Note

- ☐ Be sure to specify [Form] and [Rich text for saving document contents].
- ☐ If the following names are set in "Form," an error may occur:
 - Names of response forms
 - Name of forms with a calculation expression

5 Click [Save].

𝒯 Note

- ☐ All fields that are created in the database at the delivery destination must be able to be edited.
- ☐ If fields that cannot be edited are specified, the value set in each field is input to create documents.

6. After Installation

Device Setup

Make the delivery server settings on the operation panel of a device. For more information, see the operating instructions for the device to be used.

Start Menu

Click [Start], point to [Programs], and then point to the [ScanRouter V2] folder. The items below appear:

- Compatible Device List
- ScanRouter V2 Administration Utility
 Starts ScanRouter V2 Administration Utility.
- Readme Displays product information.
- ScanRouter V2 Management Guide Displays the Management Guide. This manual explains the operation of the delivery server.
- Start Delivery Services
- Suspend Delivery Services

Note

☐ To close the delivery server, click [Start], point to [Programs], and then click [Suspend Delivery Services].

Basic Settings

To operate the delivery server, the "Administrator's password", "destination", and "device" must at least be set. Turn on the power of the device in advance. Some devices do not require settings. For more information, see the [Management Guide], [Readme], or Help. To display Help, click [Help] in the operation dialog box.

- 1 Start ScanRouter V2 Administration Utility.
 - Click [Start], point to [Programs], and then click [ScanRouter V2 Administration Utility] from the [ScanRouter V2] folder.

ScanRouter V2 Administration Utility starts and a dialog box for entering a password appears.

Since the password is not set immediately after installation, click [OK] without entering anything.

The [ScanRouter V2 Administration Utility] dialog box appears.

2 Set the administrator password.

Set the administrator password in ScanRouter V2 Administration Utility so that the settings are not changed by mistake.

Click [Set Administrator] on the [Server] menu.

The **[Set Administrator]** dialog box appears.

2 Enter a new password(using up to eight alphanumeric characters) in the [Password] and the [Confirm password] boxes.

Since the lower [Confirm password] box is used for confirmation, enter the same password as the upper password.

3 Click [OK].

The password has been set.

- 3 Set up a device if necessary.
 - Click [Set I/O Device] on the [Server] menu.

The **[Set I/O Device]** dialog box appears.

2 Select [Add].

The [Add I/O Device] dialog box appears.

3 Enter the host name or IP address of the device to be used for delivery, and click [OK].

- Note
- ☐ You can click **[Browse]** to select the device.

The selected device is displayed in the [Set I/O Device].

4 Click [OK].

4 Add a user as a destination.

Documents are delivered and saved for each destination. When users are registered and added to the standard destination list in ScanRouter V2 Administration Utility, they can be specified as document destinations.

- Note
- ☐ If the same document is delivered to multiple users, you should create a group.
- Limitation
- ☐ The combined number of users and groups is limited to 90,000.

• Open the [Delivery Server]tree on the left side of the window, and then select [Main Destination List]in [Delivery Table].

The **[Operations]** menu appears on the menu bar.

② On the [Operations] menu, point to [Add New Destination], and then click [User].

The [Add New Destination - User] dialog box appears.

- 3 Enter a destination name in the [Name] box.
- 4 Set a password if necessary.
 - ① Select [Set/Change Password].
 - ② Enter a password(using up to eight alphanumeric characters) in the [Password] and the [Confirm password] boxes. Since the lower [Confirm password] box is used for confirmation, enter the same password as in the upper box.
 - ③ Click [OK].
- **6** Enter a destination ID.

Enter a destination ID. Any ID that has already been set cannot be entered.

- 6 Set a delivery type.
 - To deliver documents to the in-tray, select [Deliver to In-Tray].

The client computer can automatically receive them using Auto Document Link/ScanRouter V2 Link.

② Select the delivery type in the [Delivery type selection], and then click [Add]. Save as Windows file Delivered documents are saved in the specified location as a file. Multiple locations can be specified.

Note

- ☐ Only a folder, which can be confirmed by the delivery server can be specified as the save destination.
- Send by SMTP mail
 Documents are delivered by
 SMTP mail. You can attach
 documents and document
 links to e-mail for delivery
 and notify clients of documents sent to the in-tray.
- Send by MAPI mail
 Documents are delivered by MAPI mail. You can attach documents and document links to e-mail for delivery and notify clients of documents sent to the in-tray.
- Send by Notes R5 mail
 Documents are delivered by
 Notes R5 mail. You can attach documents and document links to e-mail for
 delivery and notify clients of
 documents sent to the intray.
- Add as document
 Documents are delivered for adding to the document management server of Scan-Router DocumentServer.
- Deliver to Notes R5 Database Documents are delivered to Notes R5 database.
- SharePoint Portal Server Plugin
 Documents are delivered to SharePoint Portal Server.

Tenter the fax delivering ID.

Enter the number to deliver a received fax document within 20 digits. Depending on the network device, only up to four digits may be available.

Select a mail type in the [Default Mail Type] box, and then enter the default mail address.

This box is not displayed when the mail transmission is not selected in [Set Delivery Types].

- 9 Click [OK].
- The user is added to [Main Destination List].
- Repeat the operation from Stepto add another user.

Add the registered destination to the destination list.

A document can be delivered and saved to the registered destination by adding that destination to the destination list. Add the destination to [Standard Destination List] or [Standard Sender List] of the destination list. The destination list can be added.

Open the [Delivery Server] tree on the left of the screen, and then click [Standard Destination List] or [Standard Sender List] in [Destination List] in [Delivery Table].

The **[Operations]** menu is displayed on the menu bar.

② On the [Operations] menu, click [Add Destination].

The [Add Destination] appears.

- 3 Select all destinations to be added in [Main Destination List].
- 4 Click [OK].

These destinations are added to the destination list.

6 Start the delivery server.

Perform the operation below only if you start the delivery server manually when the type of starting the delivery service is set to such as when **[Program Folder]** is set as the type of starting during installation.

On the [Server] menu, click [Resume Services].

The delivery server starts.

Server Printer Setup

From the client computer(using DeskTopBinder V2 or Web Document Viewer and so on), you can print data in the delivery server using a printer connected to the delivery server.

Note

- ☐ If the application that the print data was created with is not installed in the delivery server, server printing may not be possible.
- 1 Connect an RPCS-supported printer to the delivery server computer.
- **2** Select the RPCS-supported printer driver.

Ø Note

- ☐ For information about printer connection and printer driver setup, see the operating instructions that come with the printer.
- ☐ For information about that support connectable printers for RPCS, see the Readme file or the Compatible Device List.

6

Setting up MAPI Mail/Fax Delivery Later

Follow the procedure below to set up MAPI mail delivery or fax delivery using RS232 after ScanRouter Enterprise is set up.

1 Set up MAPI mail.

₽ Reference

 \Rightarrow p.14 "Mailing Environment Setup" (Windows 2000), \Rightarrow p.26 "Mailing Environment Setup" (Windows NT)

2 For fax delivery using RS232, set Fax Received.

 \Rightarrow p.17 "For a Device for Fax Delivery using RS232" (Windows 2000), \Rightarrow p.29 "For a Device for Fax Delivery using RS232" (Windows NT)

Start ScanRouter V2 Administration Utility, and then click [Set Delivery Types] on the [Server] menu to reset the delivery type.

₽ Reference

 \Rightarrow p.39 "Initialization After Restarting"

7. Appendix

Related Application Setup

Install and set up the application used for server printing.

∰Important

- ☐ When installing the applications below under Windows 2000 or Windows NT, be sure to log on Windows with an account for launching ScanRouter Enterprise.
- ☐ Before using ScanRouter Enterprise, be sure to start each installed application to confirm that the print function works normally.

Note

☐ If the application that the print data was created with is not installed in the delivery server, server printing may not be possible.

Microsoft Office 2000/Office 97/Word 98

Install the application from the CD-ROMs for Microsoft Office 2000/Office 97/Word 98.

For these applications, make the settings as below in each dialog box.

- Select [Microsoft Internet Explorer 5.0 - Standard] in the [Microsoft Internet Explorer 5.0 Upgrade] dialog box.
- Select [Execute All from My Computer] from [Microsoft Office] in the [Select Function] dialog box.
- Select [Standard] in the [Change Option] dialog box.

After a dialog box prompting to restart appears, click [Yes].

The computer restarts.

- After restart, log on with an account for launching ScanRouter Enterprise.
- 4 Start the installed application.

Set as below for PowerPoint 2000.

- 1 Start PowerPoint 2000.
- **2** Click [Option] on the [Tool] menu.
- 3 In [Show] on the [View] tab, click to clear the [Startup dialog] and [New slide dialog] check boxes, and then click [OK].

∰Important

☐ Be sure to start the installed application(Excel/Power-Point/Word) once before using ScanRouter Enterprise.

Microsoft Office XP

When you are using Microsoft Office XP, be sure to undergo authentication. Unless you undergo the authentication, printing at the server and so on will fail.

Troubleshooting

| Problem | Cause/Action |
|--|--|
| When the following message appears: "The specified name or IP address is not valid. Please specify another name or address". | Check if the power of the server is turned on, the network cable is connected properly, and the IP address is specified correctly. |
| When the password is entered in the [Authorization for Server Access] dialog box, "The password may be wrong. If the password is correct, press [Cancel] in the [Enter Password] dialog box and close." appears. | The password for the Windows logon account for launching the delivery server may be wrong or the account rights may have changed. Make sure that the password and account rights are correct, and then reenter the password. After the password is entered, restart the computer. |
| MAPI mail is unavailable when making a destination setting with ScanRouter V2 Administration Utility. | The MAPI mailing environment may not be set up properly. If [Run in service mode] is set as the setup type, documents cannot be delivered by MAPI mail. |
| The "Profile is invalid." message appears when launching. | The profile name created for sending by MAPI mail may not be [ScanRouterV2 Profile]. Follow the procedure below to create a profile. 1. Open [Control Panel], and then click [Mail]. |
| | 2.Click [Show Profiles], and then create a profile with a name of [ScanRouterV2 Profile]. |
| When the delivery service is started, the message that the mail client is not set properly appears. | The reason is as follows: if IE (Ver5.0 or later) is installed after ScanRouter Enterprise is set up, Outlook Express is set as the default client. |
| | If the "E-mail" setting in the "Program" tab of IE "Internet Options" is "Outlook Express", set it to "None" (blank) or "Microsoft Outlook". |
| | The MAPI module (Messaging/Outlook) setting may be omitted. |
| | Set the MAPI module and create the profile. |
| When the delivery service is started, the message that prompts quitting all applications provided with the messaging function and retry appears. | Notes service may have been added at the end of the profile during the profile setting. |
| | Delete non-Notes services (for example, ScanRouter FAX) from the profile and add them again. |
| When the delivery service is started, the message that prompts entering the Notes password appears. | The Notes settings must be made to stop other Notes-based programs from prompting for a password. In Notes, from the [File] menu, point to [Tools], and then click [User ID]. Enter the password in the dialog box that appears. In the [User ID - Func Mix] dialog box, click [Basics], and then select the [Don't prompt for a password from other Notes-based programs.] check box. |

| Problem | Cause/Action |
|---|--|
| When an attempt is made to add the "Lotus Notes Mail" service to "ScanRouter Profile", "- Notes MAPI Service Provider - Can't Read ID File" appears. | Notes may not have been set up. In this case, set it up. |
| Though the environment uses Lotus Domino R4.x, "Send by Notes R5 mail" and "Deliver to Notes R5 Database" are displayed as alternatives for selecting type of delivery. | When the client introduced into the delivery server is Notes R5.x, these alternatives are displayed. When the connected server is Lotus Domino R4.x, malfunction occurs. Do not select the alternatives. |
| Notes mail is not sent even after selecting "Send by Notes R5 mail" as the delivery type. | Check the version of Lotus Domino. Regardless of the version of the client introduced into the delivery server, you need to perform delivery by MAPI mail, when the server is Lotus Domino R4.x. |
| A Document is not delivered to Notes R5 Database. | Make sure that an environment document form of ScanRouter is correctly copied to a database destination and a field value is set. Make sure that the access right for a database destination is correctly set. |
| If an attempt is made to uninstall ScanRouter Enterprise, the message: "Not find DataPath Registry" appears. | tion is correctly set. ScanRouter Enterprise cannot be properly uninstalled if MSDE is uninstalled first. To uninstall ScanRouter Enterprise properly, reinstall both ScanRouter Enterprise and MSDE to overwrite them. Then, uninstall ScanRouter Enterprise first, and MSDE after. |
| [Standard Destination List] and [Standard Sender List] do not appear in the destination list. | One of the following situations may be the cause of the problem (follow the instructions to resolve it): The SQL Server service may not have started. If this is the case, start it. ScanRouter Enterprise may not have installed properly. If this is the case, suspend the delivery service. On the [Maintenance] menu of ScanRouter V2 Administration Utility, click [Return to Installation Defaults] to initialize the delivery server. |
| Settings cannot be made because the items in the [Directory Server Settings] dialog box are unavailable. | The installed Internet Explorer may be an earlier version than 5.5 Service Pack 1. Upgrade Internet Explorer to 5.5 Service Pack 1 or a later version. |

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| change in the product. | | | | | | | | |
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